



What's on my to-do list today?

Oh right. EVERYTHING.

## Moving "Updating Crisis Recovery Plan" off your "To Do List"

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### Please Bring Your Plan!



- Do you have a plan?
- If you have one – bring it with you to AOCC for this session!
- Let's actually work on the plan together
- If you don't have a plan, you can still join us, but you will leave with a To Do List for updating your plan

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### Let's Get To Work

- Is your plan up to date?
- Is plan easy to use?
- Is it accessible to you in electronic and paper formats?




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### Communication



- Who confirms?
- Who do you tell?
- Do you have up to date names and phone numbers?
  - Building crisis recovery team such as counselors and administrators
  - Central office contacts that need to know
  - Other counselors in district/partner schools
  - Community support if needed

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### Before the crisis



- Planning for how to respond to a crisis doesn't just involve making sure your plan is up to date
- Need to train the staff
- Does your plan have staff materials and extra copies accessible in case staff members have misplaced their copies?
- Materials to provide to your staff

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# Crisis!

*Ready or Not?*

- What rooms can you use?
- Who is going to do what specific tasks?
  - Make the announcement to staff? Tell students?
  - Follow student(s) schedule? Cover teacher(s) classes?
  - Gather supplies
  - Work with those who are struggling with the news

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Do you have **Communication** drafts prepared?

- Sample announcement to students
- Sample staff notification
  - How to make announcement known to staff
  - Feeder/previous/career center/sister schools
- Plan to respond to media
- Parent communication mechanism
- Psycho-educational sheet




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- While we're doing direct intervention with students there is still a lot to do... and you can't be the one stopping to tell people what to do. Does your plan address:
  - Administrator responsibilities
  - Secretary responsibilities
- The things we didn't think about and realized later
  - Water
  - Food plan
  - Sending home information sheet
  - Secretary phone response guide

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Does your plan consider your **logistical needs**?

- Mechanism to identify inherently at risk students and staff (triggers)
- Mechanism for obtaining substitutes
- Building specific materials to help outside responder
- Consideration of "absent" individuals or groups
- Student/ Self care needs
- Supplies to have on hand

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### After the crisis

Does your plan include reminders to:

- Send thank you notes
- Add dates to calendar
- Reflect
- Self care



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- Preparation is key!
- Update plan now, but understand will need to be done over... and over... and over... again
- Review annually and after every crisis

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If you need copies of forms that we reviewed/ discussed in the session, please don't hesitate to let me know!

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